

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**POSITION VACANCY ANNOUNCEMENT**

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**CHILD AND FAMILY SERVICES AGENCY**  
**HUMAN RESOURCES ADMINISTRATION**

<b>ANNOUNCEMENT NO:</b> CFSA-09-P029	<b>POSITION:</b> Planning Research Program Manager, MS-301-14
<b>OPENING DATE:</b> 01/23/09	<b>CLOSING DATE:</b> OPEN UNTIL FILLED
<b>IF "OPEN UNTIL FILLED"</b> 02/06/09	\$88,545- \$123,963
<b>FIRST SCREENING DATE:</b> <u>And every two weeks thereafter</u>	
<b>WORK SITE:</b> WASHINGTON, D.C.	<b>TOUR OF DUTY:</b> 8:15 A.M. TO 4:45 P.M. Monday – Friday
<b>PROMOTION POTENTIAL:</b> NONE	<b>AREA OF CONSIDERATION:</b> UNLIMITED
	<b>NO. OF VACANCIES:</b> 1 (ONE)
<b>AGENCY:</b> Child and Family Services Agency (CFSA), Office of the Deputy Director for Planning, Policy & Program Support (OPPPS), Planning and Program Analysis	
<b>DURATION OF APPOINTMENT:</b> MANAGEMENT SUPERVISORY SERVICE (AT WILL)	

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**"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.**

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**RESIDENCY PREFERENCE AMENDMENT ACT:** A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent serves as the Planning Research Program Manager responsible for directing planning and research activities for the Child and Family Services Agency. Monitors the assessment and analysis of key policy and management issues to achieve maximum efficiency and economy of operations, utilizing organization and functional analysis, workload and manpower studies, work planning and forecasting, workflow and procedural analysis, documentation of program processes, identification of management information requirements, and other similar quantitative analysis functions; provides expert interpretation of program needs and requirements to the Child Information Systems Administration (CISA); interprets CISA's needs and requirements for use by the Agency; meets with District agencies and planning units to produce state-of-the-art child welfare planning and research initiatives state-wide; make recommendations to Agency management on new or alternative approaches for service delivery in the District of Columbia as prompted by research and/or needs based data; provides expert internal consulting services within the agency to improve workflow, customer service, and to create efficiencies; contributes specialized expertise in research projects within the Agency and between partnering agencies; prepares research manages planning, research and clerical support staff, interviews employment candidates and makes recommendations for hiring, arranges training opportunities; assigns and reviews work and special projects, evaluates the performance of subordinates and conducts staff meetings to clarify issues and obtain status reports on planning projects; monitors Agency progress on achieving outcomes of the federal Courts Implementation Plan; coordinates Agency reports to the federally-appointed Court Monitor on benchmark achievements and other required deliverables and data reports.

**QUALIFICATIONS REQUIREMENTS:**

**One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.**

**SELECTIVE PLACEMENT FACTORS:**

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Experience and ability to manage and direct the day-to-day activities and operation of a professional workforce with support staffing
2. Knowledge of quantitative and qualitative research methods. Practical experience and training in questionnaire and data collection tool construction;
3. Understanding of complex organizations, levels and modes of communication and the analytical ability to design programs and methods of communication to facilitate the timely and accurate collection of information and data throughout the Agency;
4. Excellent written and verbal communication skills, teaching and interpersonal communication skills; and
5. Comfortable with a variety of software applications in the Microsoft Windows environment, including (but not limited to) Word, Excel, Access

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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<b><u>MAIL TO:</u></b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b><u>WALK-INS:</u></b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b><u>TO APPLY:</u></b>			
<b><u>FAX TO:</u></b>	<b>(202) 727-5750</b>	<b><u>WEB SITE:</u></b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b><u>EMAIL TO:</u></b>	<b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>	<b><u>TELEPHONE:</u></b>	<b>(202) 724-7373</b>

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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